

# OHV GRANT APPLICATION GUIDE

OFF-HIGHWAY MOTOR VEHICLE RECREATION ACT OF 1988

OFF-HIGHWAY VEHICLE GRANTS PROGRAM

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# INTRODUCTION

The Off-Highway Motor Vehicle Recreation (OHMVR) Act of 1988 (Section 5090.02 of the California Public Resources Code or PRC) authorizes the allocation of grant funds for the purpose of establishing, maintaining, managing, and rehabilitating OHV recreation areas, trails, and facilities in California. The findings and declarations of the California Legislature regarding the OHMVR Act, are contained in the PRC.

This guide is designed to assist applicants in applying for grants through the California Off-Highway Vehicle (OHV) Grants Program. Local and federal agencies, and nonprofit corporations, are eligible to receive OHV grant and cooperative agreement funds.

General grant program information, including many of the commonly asked questions about it, is discussed in the General Program Information section of this document. Eligibility requirements are outlined, as are the criteria considered when evaluating grant requests. Next, the Application Procedures section provides critical dates associated with the annual application process. It also details the procedures to follow in the process and provides an example of a complete application package.

## Figure 1

### GRANTS-RELATED ENABLING LEGISLATION

#### 5090.35.

(a) The protection of public safety, the appropriate utilization of lands in the system, and the conservation of land resources in the system are of the highest priority in the management of the system: and, accordingly, the division shall promptly repair and continuously maintain areas and trails, anticipate and prevent accelerated and unnatural erosion, and restore lands damaged by erosion to the extent possible.

(b) Notwithstanding Section 5090.23, the department, in consultation with the United States Soil Conservation Service, the United States Forest Service, the Bureau of Land Management, and the Department of Conservation shall adopt a generic soil loss standard by January 1, 1991, at least sufficient to allow rehabilitation of off-highway motor vehicle areas and trails. Requirements of this chapter which are dependent upon the adoption of this soil loss standard shall not become operative until the standard is adopted. The department shall also make an inventory of wildlife populations and their habitats in each area in the system and shall prepare a wildlife habitat protection program to sustain a viable species composition specific to each area, by July 1, 1989.

(c) The division shall monitor the condition of soils and wildlife habitat in each area of the system each year in order to determine whether the soil loss standards and habitat protection plans are being met.

(d) Upon a determination that the soil loss standard and habitat protection plans are not being met in any area in the system, the department shall direct the division to close temporarily and repair, to prevent accelerated erosion, that area, or portion thereof funded by the Off-Highway Vehicle Fund, until the soil loss standard and habitat protection plans are capable of being met.

(e) Upon a determination that the soil loss standard and habitat protection plans cannot be met in any area in the system, the department shall direct the division to close that area, or any portion thereof funded from the Off-Highway Vehicle Fund, and to reclaim and rehabilitate the area.

(f) The division may not fund trail construction unless it complies with the conservation specifications prescribed in subdivision (b). The Division may not fund trail construction where conservation is not feasible.

**5090.36** The division may enter into contracts with concessionaires and cooperative agreements with other public agencies, pursuant to procedures specified in this division, for the care and maintenance of lands in the system, including contracts for law enforcement services with public agencies having peace officer enforcement powers.

#### Article 5. Local Assistance Grants and Cooperative Agreements with Federal Agencies

**5090.50** Grants may be made to cities, counties, and appropriate districts for the planning, acquisition, development, construction, trailheads, areas, and other facilities for the use of off-highway motor vehicles that are in accordance with local plans and any plans for off-highway motor vehicle recreation areas and trails prepared by the division and for the enforcement of laws and regulations regarding the use of off-highway vehicles within the project site.

Every applicant for a grant shall comply with the California Environmental Quality Act (Division 13 (commencing with Section 21000)). This paragraph is declaratory of, and does not constitute a change in, existing law.

**5090.51** (a) Except as provided in subdivision (b), to be eligible for a grant, the applicant shall agree to provide, matching funds, or the equivalent value of services, material, or property used, in an amount of not less than 25 percent of the total expense of the off-highway motor vehicle facility.

(b) Notwithstanding subdivision (a), there shall be no matching fund requirement imposed with respect to any grant, or portion of any grant, that consists of funding for the planning, acquisition, development, or construction of a regional off-highway motor vehicle facility. The commission shall adopt criteria for the determination of which facilities are regional and which are less than regional. The criteria shall take into account, at a minimum, all of the following:

(a) That the facility for which a grant is requested is or will be primarily for casual usage.

(b) The size of each facility.

(c) The diversity of vehicle-related recreational activities to be provided by the facility.

(d) The size of the population of potential users of the facility and the extent of the geographic area to be served by the facility.

(e) The potential for each facility for which a grant is requested to become financially self-sustaining.

**5090.52.** No grant may be made pursuant to Section 5090.50 unless the governing body of the applicant has, by resolution, approved the facility.

**5090.53.** (a) Money in the fund may be granted pursuant to Section 5090.50 or expended pursuant to Section 5090.55 for projects to fulfill the conditions outlined below and for public health and safety facilities.

(b) However, no funds may be granted pursuant to Section 5090.50 or encumbered pursuant to Section 5090.55 for the acquisition of land for, or the development or construction of, a new trail, trailhead, area, or other facility for the use of off-highway motor vehicles after July 1, 1989, unless all of the following conditions are met:

(1) The recipient has completed wildlife habitat and soil surveys and has prepared a wildlife habitat protection program to sustain a viable species composition for the project area.

(2) The recipient agrees to monitor the condition of soils and wildlife in the project area each year in order to determine whether the soil loss standard adopted pursuant to Section 5090.35 and the wildlife habitat protection programs are being met.

(3) The recipient agrees that, whenever the soil loss standard adopted pursuant to Section 5090.35 and the wildlife habitat protection programs are not being met in any project area, the recipient will temporarily close and repair, to prevent accelerated erosion, that area, or any portion thereof, until the soil loss standard adopted pursuant to Section 5090.35 and the wildlife habitat protection program are capable of being met.

(4) The recipient agrees to enforce the registration of off-highway motor vehicles and the other provisions of Division 16.5 (commencing with Section 38000) of the Vehicle Code and to enforce the other applicable laws regarding the equipping and use of off-highway motor vehicles.

**5090.55.** Any moneys in the fund allocated pursuant to subdivision

(a) of Section 5090.61 and not appropriated for local assistance grants pursuant to Section 5090.50, shall be available for appropriation to the division for expenditure pursuant to cooperative agreements with agencies of the United States for any joint undertaking of any function that the division is authorized by this chapter to perform.

(b) No cooperative agreement shall become effective until the division has determined that the participating agency of the United States has completed environmental review procedures that are at least comparable to those of the California Environmental Quality Act (Division 13 (commencing with Section 21000)).

(c) All new acquisition, development projects, and cooperative agreements shall be subject to the uniform application of soil, wildlife, and habitat protection standards required at state vehicular recreation areas.

**5090.56** (a) Notwithstanding Sections 5090.50 and 5090.55, grants may be made to cities, counties, appropriate districts, and nonprofit corporations for safety education programs.

(b) Up to three hundred thousand dollars (\$300,000) of funds allocated each fiscal year shall be available for off-highway vehicle safety education program purposes, subject to appropriation in the annual Budget Act.

(c) In making grants or entering into cooperative agreements or contracts under this section, the department shall give priority to applications for safety programs which demonstrate the following:

(1) Cost efficiency.

(2) The availability of private capital, and the potential for the project to become financially self-supporting for future safety programs.

(3) Instruction to the largest number of users.

(4) Geographical distribution.

(5) User-groups involvement and support.

(6) Emphasis on junior operators and on a variety of vehicle types.

(d) Grants for safety programs shall require matching Funds, or the equivalent value of services or materials, in an amount not less than 25 percent of the total expense of the program.(e) No grant may be made or cooperative agreement or contract entered into under this section without the approval of the commission**Expenditure of Funds From Conservation and Enforcement Services Account**

**5090.64** a) Funds allocated pursuant to Section 8352.8 of the Revenue and Taxation Code shall be expended by the division or by cities, counties, or appropriate districts, or by agencies of the United States, solely for the following activities on the lands in the system:

onservation

(1) Conservation activities carried out for the prevention or reduction of soil loss, wildlife loss, and habitat loss as defined in Sections 5090.35, 5090.50, and 5090.53.

(2) Enforcement activities consisting of employing, equipping, and supervising peace officers for the purpose of protecting natural resources, enforcement of Division 16.5 (commencing with Section 38000) of the Vehicle Code, enforcement of Sections 4442 and 4442.5 of t his code, and enforcement of other laws regulating the equipment and use of off-highway motor vehicles, and the construction of physical barriers and other means of traffic control.

(b) **This section shall become operative July 1, 1988.**

## GENERAL PROGRAM INFORMATION

Within the OHMVR Division, daily administration of individual grants is the responsibility of a grant administrator assigned a specific geographic area of the state. All inquiries, correspondence, and grant applications should be addressed to:

Grant Administrator (by name if known)  
California Department of Parks and Recreation  
Off-Highway Motor Vehicle Recreation Division  
Post Office Box 942896  
Sacramento, California 94296-0001

Telephone inquiries should be made directly to a specific grant administrator. New applicants or general inquiries should be directed to: (916) 324-4442 or fax (916) 324 –1610 or e-mail: [pubinfo@calohv.com](mailto:pubinfo@calohv.com)

The OHV Program is legislatively-mandated until January 1, 2003 (PRC Section 5090.70). The OHV Grant Program has existed for more than 25 years, with more than 1,200 grants awarded. Grants are awarded to cities, counties, appropriate districts and non-profit organizations to provide OHV recreation and OHV-related activities. Funding for the OHV Grants Program comes from the OHV Trust Fund that is funded from OHV registrations, fines and forfeitures, fees and fuel taxes. The amount of funds available for OHV grants has historically been \$12 – \$15 million dollars annually. The amount of funds available for the OHV Grant Program is not guaranteed; it is dependent on many factors such as the fuel tax calculation. Grants are awarded on a competitive basis, the grant process from application to funding takes approximately 18 months. OHV Grant Program funds are intended to supplement, not supplant an agency's funding for OHV recreation. Cooperative agreements are awarded to federal agencies; to date, the majority of OHV grant funds have gone to federal agencies.

Common questions regarding the OHV Grants Program.

1. What is OHV?  
An OHV is a vehicle as specified in Sections 38012 and 38006 of the California Vehicle Code (CVC)(e.g., motorcycle, snowmobile, all-terrain vehicle [ATV], jeep, sand buggy or dune buggy) and street-licensed motor vehicles being used off-highway.
2. Are racetracks eligible?  
Race tracks (e.g., motocross, ovals) and support facilities (e.g., lighting, concession stands/buildings, public announcement systems, etc.) are eligible if they are used primarily for "casual" (i.e., non-racing) OHV recreation.
3. Is there a matching funds requirement?  
Operation/maintenance (O&M) grants to local agencies and safety grants require a 25% match. The 25% matching requirement is legislatively-mandated. All other types of grants do not require a match. Applicants may utilize the value of services, materials, or property used on the grant as a match. Safety grants and cooperative agreements require a 25% match.

OHV License Fee In-Lieu Tax Apportionment funds that are distributed to each incorporated city and county in California is a common source of matching funds.

4. How are projects selected and approved for funding?  
Grants are awarded on a competitive basis using evaluation criteria (Figure 2). A budget ceiling (based on available funding) is established. Grant applications are prioritized by the OHMVR Commission and funded, by priority, until the budget ceiling is reached. The OHMVR Commission makes its final selections based upon the Division's recommendation, public input and application content.
5. How much money is available for OHV grant funding?  
Historically, \$12-\$15 million is available annually.
6. Is there a minimum or maximum OHV grant request limit?  
The minimum OHV grant amount is \$5,000 and there is no maximum.
7. What are the planning requirements?  
All agencies must certify that the proposed project is in conformance with their applicable resource, recreation, general or master planning documents.  
  
All except equipment or safety type are required to have the following: 1) a wildlife habitat protection program (WHPP) prepared and implemented, 2) an OHV-related law enforcement plan, and 3) a soil monitoring plan prepared and implemented.
8. What is a "new" project?  
All cooperative agreements are considered "new" per PRC 5090.55(c).
9. What are the major obligations of a grant recipient?
  - A. The facility must be open for use for "casual" (non-competitive) OHV recreation during reasonable days and hours of operation.
  - B. Normally, only vehicles registered and/or licensed by the Department of Motor Vehicles will be allowed to use facilities funded from the OHV Fund.
  - C. Grantees are committed to regular operation and maintenance of the facility at a level which will ensure sustained, long-term use and conservation of natural values. Failure to do so may require compensation to the OHV Fund and jeopardize future grant requests made by the grantee.
  - D. Closure or conversion of an OHV grant-developed site may require compensation to the OHV Fund. Depending on the circumstances, approval by the State Legislature may also be required for closure or conversion of a local agency's facility.
  - E. Grantees are required to sign a Project Agreement (contract) with the Division.
  - F. Division approval of construction plans and specifications must be obtained before construction begins.
  - G. Advance written approval by the Division is required for any changes in the scope of a grant or cooperative agreement.

**Figure 2**

**OHV GRANTS PROGRAM  
DIVISION EVALUATION CRITERIA**

<b>Criteria Used</b>	<b>Questions Considered</b>
Past and/or Expected Use	Past OHV attendance figures (five years) based on PARs. Expected use based on historic plus future conditions. PAR for previously funded grant year shall be included.
Application Content & Quality	The application provides adequate information for the Division, Commission & public to evaluate the grant. The information is complete, current, clear and concise.
Support and Opposition	All letters of support and opposition are included in the application.
Demand	Is there a demonstrated need for the project? Will the project sustain, expand or create new OHV opportunity?
Existing OHV Opportunity	The application identifies legal OHV opportunities that exist within a 50 mile radius. Changes in OHV opportunity in the last two years are identified.
Types of Vehicles	What OHV type(s) currently use the area: 1) motorcycle, 2) ATV, 3) 4WD, 4) snowmobile, or 5) dune buggy. Facilities accommodating multiple vehicle types are preferred.
Grant Stewardship	The applicant has a history of OHV grant or cooperative agreement administration; was it a timely, efficient and wise use of OHV funds?
Useful Life	The area or facility will be available for long-term use. The application identifies known or anticipated threats to the longevity of OHV use (e.g., endangered species, urban expansion, wilderness expansion or management plans indicating potential land use changes).
Future Commitment	The commitment of applicant's funds toward O&M of the new acquisition or development is identified; the amount of funds that will be required annually for O&M.
Environmental Stewardship	The applicant has a current, approved OHV recreation plan. The applicant has a good record of environmental compliance; has been diligent in preparing environmental documents; has a history of implementing required mitigation & monitoring requirements; has demonstrated the ability/willingness to enforce laws and regulations governing OHVs.
CEQA / NEPA	The applicant includes completed Environmental Documentation prepared for the OHV grant or cooperative agreement (see California Code of Regulations [CCR] Section 4970.13).
Volunteer Program	The application provides information on the expected use of volunteers, and the extent of the current volunteer program (e.g., number of active participants, hours volunteered, and the amount of funds used to run the program).
Cost Effectiveness	Division will consider the following; visitation, miles/acres of opportunity, facilities; amount requested; and grantee contributions in determining cost effectiveness.



- H. A Project Accomplishment Report (PAR), shown in Appendix J is required for each active O&M grant. The PAR is to be included in the applications.
- I. Grantees are required to have adequately trained staff to perform the requirements of PRC Sections 5090.35, 5090.50 and 5090.55.

10. What project costs are eligible?

All project-related costs incurred within the Project Performance Period must be supported by appropriate invoices, purchase orders, canceled warrants, timesheets, and other records. Force account projects will involve setting up timesheets to document work on the project.

Preliminary (engineering and design) project costs must be differentiated and fully documented as being attributable to the project.

Project costs are considered incurred at the time purchases are delivered or services are performed. Eligible costs include, but are not limited to, the following:

- A. Preliminary costs. Contract preparation, appraisals and acquisition negotiations, incurred within the Project Performance Period.
- B. Personnel (Force account). These costs must be computed according to the grantee's prevailing wage or salary scales and may include personnel benefit costs, such as vacations, sick leave, and Social Security contributions that are customarily charged to the grantee's various projects. Salaries and wages claimed for employees working on State grant projects must not exceed the grantee's established rates for similar positions. Costs charged to the project must be based on actual time spent on a project and supported by time and attendance records describing the work performed on the project. Overtime costs may be allowed under the grantee's established policy, provided that regular work time was devoted to the same project. Personnel benefits charges must be isolated and charged proportionately to the actual time an employee works on the project.
- C. Consultant services. Consultant services may be used. If so, consultants must be paid according to the grantee's customary or established method and rate. No consultant fee may be paid to the grantee's own employees without prior approval from the Division.
- D. Equipment. Grantee's owned equipment may be charged to the project on a "use" basis. Equipment use charges must be made according to the grantee's normal accounting practices. Equipment rental rates published by the State Department of Transportation (Caltrans) may be used as a guide.
  - 1. A single piece of equipment costing \$30,000 or more (excluding tax), that is purchased with OHMVR grant funds must be registered as State equipment and returned to the State when surplus,

2. If the grantee's equipment is used, a log or source document must describe work performed, indicate hours used on the project, and be signed by the operator and supervisor.
  3. Equipment may be leased, rented, or purchased, whichever is most economical. The State must approve the purchase of equipment in advance. Equipment purchases of \$250.00 or more must be identified as a line item in the grant application.
- E. Supplies and materials. Supplies and/or materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than that paid by the grantee. Specifically, when supplies and/or materials are purchased with the intention of constructing a structure, or part of a structure, the cost may be charged as supplies or materials, and may be capitalized according to the grantee's normal practice or policy. If capitalized, only costs reasonably attributable to the project may be claimed under the project.
- F. Signs and brochures. Signs, display boards, maps and brochures are eligible costs. The Division requires acknowledgment of its' grant contribution at all sites and trails, and on equipment and publications. "California OHV Funds at Work" stickers and camera-ready art is available free from the Division.
- G. Construction. Construction activities and site preparation (e.g., demolition, excavation, grading) necessary for the building of structures are eligible.
- H. Acquisition. Costs incurred in the acquisition of real property may include: the approved purchase price of the property, appraisals, surveys, preliminary title reports, escrow fees, title insurance fees, and court costs for condemnation.
- I. Relocation costs. Relocation costs are allowable for those projects that result in the displacement of any person and/or business. The grantee must comply with the requirements of the Relocation Act even though relocation costs are not claimed for reimbursement.
- J. Miscellaneous Costs:
1. Communication (e.g., telephone, telegrams or letters).
  2. Premiums for hazard and liability insurance to cover personnel and/or property.
  3. Work that is project-related and performed by another section or department within the grantee's agency.
  4. Transportation costs for moving equipment and/or personnel.
- K. Administrative Costs: These include costs that are attributable to labor and/or other expenses and are allowed if they are customarily charged to other projects of the grantee, and are fairly allocated in accordance with generally accepted accounting principles.

L. Ineligible Costs:

Grant funds are not available for expenditure until they are appropriated in the State budget and no funds can be disbursed until a Project Agreement (contract) has been "certified" by the Division.

The following specific costs are ineligible for reimbursement from the grant:

- Expenses incurred prior to the start of the "Project Performance Period" specified in the Project Agreement.
- Ceremonial expenses.
- Bonus payments of any kind.
- Charges for contingency reserves or other similar reserves.
- Charges for deficits or overdrafts.
- Interest expense.
- Charges incurred contrary to the written policies and practices of the applicant involved.
- Damage judgments arising from operation, acquisition, construction, or equipping of an area or trail whether determined by judicial process, arbitration, negotiation, or other legal means.
- Services, materials, or equipment obtained under any other State program.
- Cost of discounts not taken.
- Travel claimed when no work time was claimed for the same period.
- Unapproved cost overruns that exceed the allowable amount in contract specifications.
- Attorney services incurred from a condemnation action.

# **APPLICATION PROCEDURES**

## **Introduction**

Off-highway vehicle grant applications are accepted annually. The projected annual application schedule (Figure 3) identifies critical dates and timing of the process.

This guide is designed to assist both local and federal government agencies in applying for State funds available through the California's OHV grant program. There are some minor limitations, procedures, and legal requirements that vary between agencies and are so noted.

The OHV grants program is intended to SUPPLEMENT an agency's existing OHV program budget. Federal agencies have existing commitments/appropriations for OHV management. Local agencies have OHV License Fee In-Lieu Tax Apportionments and possibly revenues generated at existing OHV sites. Those funds are not to be SUPPLANTED by OHV grant funds.

FIRST – Read the descriptions for the Primary Project Type Categories (Appendix A) thoroughly! Pay close attention to any identified "Special Application Requirements".

SECOND – Refer to the Application Requirement Matrix (Figure 4) so that you understand the contents of a complete application for the type of grant you will apply for.

THIRD – Review the General Application Requirements on the following page. These requirements are very important!

FOURTH – Begin to prepare each application component as directed. Remember that a clear and concise "quality" application will add greatly to it's potential for funding approval. The OHMVR Commission, OHMVR Division staff, OHV users and organizations, other special interest organizations, and the California Department of Fish and Game, pass judgment on each application. The harder it is to understand an application, the more likely funding will be denied.

## **GENERAL APPLICATION REQUIREMENTS**

The following are required of all applications, regardless of the type of project or the agency applying. Failure to comply with these general requirements will be cause for your application to be rejected.

1. SUBMIT TWO COMPLETE COPIES OF THE FORMAL APPLICATION. Include a floppy disk if you have one. (If a floppy disk is submitted, indicate what programs have been used (e.g., Word Perfect, Excel) and version of the program, (e.g., Microsoft Word Version 5.0).
2. Entitle and number each component (i.e., "Item") as we have identified it. If you omit a "required" component, state the reason why and identify when it will be submitted. Do not include "as applicable" components unless they are applicable (see the instructions for each component).

**FIGURE 3**

**OHV GRANT  
FUNDING CYCLE\***

<b>Date</b>	<b>Required Action</b>
March	The OHMVR Division must receive a formal and complete application by March 1 at 5p.m. (PST).
April	Copies of the grant applications are provided to the OHMVR Commission, OHV organizations, the California Department of Fish and Game, and those who requested copies in writing.
May	OHMVR Division funding recommendations sent to grant applicants, the OHMVR Commission, OHV organizations and those who requested applications in writing.
June	The OHMVR Commission's Grants Committee holds at least two public hearings.
July	The OHMVR Commission's Grants Committee funding recommendations are provided to the applicants along with information on the upcoming OHMVR Commission meeting/hearing.
July	The OHMVR Commission approves projects at their regular July meeting.
August	The Department submits the selected grant projects for inclusion in the following year's State Budget Bill.
September	Applicants are advised of the grant funding levels.
Next July	Grant projects are approved by the Legislature and the Governor signs the State Budget Bill.
August	The Department executes a Project Agreement with applicants.

\*Division may modify the funding cycle as needed.

3. Compose the application to fit on 8 ½ X 11 paper, single-sided and in black and white.
4. Unless a justification is provided, you can only request funding for a project that will be completed within the fiscal year in which the funds will be budgeted. Federal agencies can utilize their related fiscal year (e.g., State FY 1989/1990 – Federal FY 1990).
5. Several individual projects of the same “project type” requiring minimal funding should be combined into one application; individual cost estimates for each site must be included.
6. If an agency has an approved OHV grant project currently going through the State’s budget process, it should be assumed that it will be successfully funded.
7. A separate application for each different type of grant is required.
8. To reduce the bulk and cost of reproducing applications by the State for public review, fill each page (i.e., don’t put each component on a separate page).

## **APPLICATION COMPONENTS**

### **ITEM A**

#### **APPLICATION FACE SHEET**

The California Department of Parks and Recreation’s (DPR) Form 565 (revised 12/99), Application for State Off-Highway Vehicle Grant, constitutes the face sheet for all formal grant application packages. Blank copies are provided in Figure 5. The following letters (A, B, C, etc.) correspond to the letters placed in the various sections of the sample face sheet (Figure 5). Instructions for the completion of each section are as follows.

- A. **APPLICANT** - Enter the title, mailing and street address of your agency. If a unit of your agency is acting as the lead, include the name of that sub-unit (e.g., Department of Public Works, Corning Ranger District, Barstow Resource Area).
- B. **PROJECT TITLE** - Short one to four word titles are ideal. For O&M grant applications, refer to the project title that was assigned to your previous year O&M grant and use the same format (e.g., Inyo NF O&M - 1993).
- C. **VEHICLE TYPES ACCOMMODATED** - Identify the type(s) of vehicles that will benefit from this project. The type codes are defined as follows:

M/C	- Motorcycle	ATV-	All Terrain Vehicle
4WD	- Four Wheel Drive	OSV-	Snowmobile
DB	- Dune Buggy		

- D. AMOUNT REQUESTED - The total amount of grant funds requested (rounded to \$1,000s). We will fund one year grants; funds that will be expended within the fiscal year for which the funds are budgeted (federal agencies can utilize their related fiscal year - i.e., State FY 89/90 - Federal FY 1990). If a grant is complex and requires more than one year, a Project Extension Justification must be provided (see Item F).
- E. NEAREST CITY - This section is self-explanatory.
- F. COUNTY NUMBER(s): Enter the number of the county/counties that your grant area (forest, resource area, or park) lies within (see Appendix L).
- G. PROJECT SUB-ACTIVITIES - This information is critical for compliance with legal mandates contained in the OHMVR Act of 1988. Identify any funds that will be used for the listed sub-activities, regardless of the type of project for which you are applying. The sum of the three sub-activities need not equal your total grant request as some elements may not fall within the sub-activity eligibility guidelines. See Appendix B for definitions and examples of these project sub-activities. While this section is related primarily to O&M and Resource Management projects, you should also complete this section if your planning or development project will benefit law enforcement, wildlife, or soil conservation efforts. Acquisition projects are not eligible for sub-activity credit.
- H. ENVIRONMENTAL DOCUMENTATION - You must submit the environmental document along with the application. Appendix F details both California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance requirements.
- I. APPLICANT'S AUTHORIZED REPRESENTATIVE AND CONTACT PERSONS - this section identifies a two-tiered chain of command. The authorized representative (#1) is the person having the ultimate approval and signature authority (e.g., BLM-State Director, USFS-Forest Supervisor, and Local Agency-Parks Director). The project administrator/coordinator (#2) is the person performing the overall implementation, fiscal coordination and oversees the implementation of the grant.
- J. PROJECT DESCRIPTION -Identify in detail the nature of work to be accomplished with the requested OHV grant funds (attach an additional sheet if necessary).
- K. SIGNED - The authorized representative must sign and date the application face sheet. By doing so, the agency acknowledges the conservation and law enforcement requirements of the program and is making a commitment thereto. (See Figure 5).

# Figure 4

## APPLICATION REQUIREMENT MATRIX

			P L A N N I N G	A C Q U I S I T I O N	D E V E L O P M E N T	R E S O U R C E M G T	S A F E T Y	E Q U I P M E N T	O & M
ITEM #	COMPONENT TITLE	PAGE #							
A	APPLICATION FACE SHEET (DPR 565)	16	A	A	A	A	A	A	A
B	ONE PAGE COST SUMMARY	17	A	A	A	A	A	A	A
C	DETAILED COST ESTIMATE	17	A	A	A	A	A	A	A
D	O&M INCREASE JUSTIFICATION	18							A
E	OHV USER & PUBLIC INVOLVEMENT	18	A	A	A	A	A	A	A
F	PROJECT EXTENSION JUSTIFICATION	18	*	*	*	*	*		A
G	OHV LAW ENFORCEMENT PLAN	19							A
H	GENERAL SITE MAP/PLAN	19	A	A	A	A			A
I	FUNDING/PHASING PRIORITIES	19	A	A	A	A	A	A	A
J	NATIONAL ENV. POLICY ACT (NEPA) & CALIFORNIA ENV. QUALITY ACT (CEQA)	19	*	A	A	A	*	*	A
K	FACILITY SCHEDULE	20		L*	L*				*
L	MATCHING FUNDS DESCRIPTION	20					A	*	L
M	GOVERNING BODY RESOLUTION	20	L	L	L	L	L	L	L
N	SUB-ACTIVITY NARRATIVE	20	A		A	A		*	A
O	SUB-ACTIVITY COST ESTIMATES	20	A	A	A	A		*	A
P	MONITORING SUMMARY	21	A	A	A	F			F
Q	RESOURCE DISCUSSION	21	A	*	*	*			F
R	ENDANGERED /THREATENED SPECIES MAP	21	A	F	F	F			F
S	1991 SOIL STANDARDS MAP	21	A	A	A	F			F
T	CONSERVATION ACTIVITY	21	A			A			F
U	INVENTORY OF FEATURES	22	A						
V	WILDLIFE HABITAT PROTECTION PROGRAM	22	A	A	A	F			F
W	TOXIC OR HAZARDOUS SITE SURVEY	22	A						
X	INITIAL INVESTIGATION OF IMPACTS	22	A						
Y	INITIAL INVESTIGATION ON WATER QUALITY	22	A						
Appendix K	PROJ. ACCOMPLISHMENT REPORT (PAR)	49							A
Appendix L	INVENTORY OF OHV PURCHASED EQUIP.	50							A

Use the following codes to determine the application requirement by applying jurisdiction and by type of project:

F = FEDERAL AGENCIES

L = LOCAL AGENCIES

A = ALL AGENCIES

\* = AS APPLICABLE (See Instructions!)



## Figure 5

State of California – The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Division of Off-Highway Motor Vehicle Recreation

### APPLICATION FOR STATE OFF-HIGHWAY VEHICLE GRANT

See Manual for Instructions

PROJECT NUMBER:  
State's Use Only

OR

<b>APPLICANT (Name and Address):</b>  Title _____ Address _____ City _____ State _____ Zip _____  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">A</div>	<b>PROJECT TITLE (4 Words Maximum)</b>  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">B</div>
<b>VEHICLE TYPE</b> <input type="checkbox"/> M/C <input type="checkbox"/> ATV <input type="checkbox"/> 4WD <input type="checkbox"/> OSV <input type="checkbox"/> DB <div style="text-align: center; font-weight: bold; font-size: 1.2em;">C</div>	<b>AMOUNT REQUESTED (Total Grant Amount)</b>  \$ _____ (round to \$1,000) <div style="text-align: center; font-weight: bold; font-size: 1.2em;">D</div>
<b>NEAREST CITY:</b> _____ <div style="text-align: center; font-weight: bold; font-size: 1.2em;">E</div>	<b>COUNTY NUMBER (S)</b> _____ <div style="text-align: center; font-weight: bold; font-size: 1.2em;">F</div>
<b>COST BY SUB-ACTIVITIES (C&amp;E):</b>  Conservation <div style="text-align: center; font-weight: bold; font-size: 1.2em;">G</div> \$ _____ Rehabilitation   \$ _____ Enforcement   \$ _____ <b>TOTAL C&amp;E</b> \$ _____	<b>ENVIRONMENTAL DOCUMENTATION (Check one):</b>  <input type="checkbox"/> Exempt ( <u>Exclusion or Exemption included</u> ) <input type="checkbox"/> Completed ( <u>Documentation included</u> )  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">H</div>
<b>APPLICANT'S AUTHORIZED REPRESENTATIVE AND CONTACT PERSONS (TYPE DO NOT SIGN)</b> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">I</div>	
1) _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Authorized Representative</span> <span>Title</span> <span>Phone Number</span> </div>	
2) _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Project Administration/Coordination Contact</span> <span>Title</span> <span>Phone Number</span> </div>	

**PROJECT DESCRIPTION** (State specifically what you will do with the requested funds)

J

~~~~~

,The undersigned understands and does hereby promise to meet the requirements of CCR Section 4970.13 soil survey/monitoring, wildlife habitat survey/management and OHV law enforcement programs/activities will be complete and/or implemented, as applicable, pursuant to Section 5090.53 & 5090.55 of the Public Resources Code.

~~~~~

I Certify that this project conforms with appropriate land use plans, CEQA, and all other required environmental documentation PRC – 5090.55(b).

K

**SIGNED:** \_\_\_\_\_  

Authorized Representative Only
Date

## **ITEM B**

### **ONE PAGE COST SUMMARY**

This component is required for all applications, but is primarily applicable to those involving multiple sites, areas, districts, parks, or a lengthy, detailed cost estimate. The intent of this summary is to condense costs into major expense categories. For the required format of this item, see Appendix D.

## **ITEM C**

### **DETAILED COST ESTIMATE(S)**

Cost estimates should allow for cost increases during the time between preparation of the grant application and when the funds actually become available (16 months later). Once a project is budgeted, grant funds cannot be added to the project without going through the State Budget process.

The Division will entertain one year O&M grant applications. For large or complicated grants, an extension may be requested, see Item F.

If you are requesting concurrent funding for a previously-funded phase, it should be triggered by the actual or anticipated completion of the previously-funded phase. While we cannot guarantee the availability of funds for subsequent phases, priority consideration can be given to those requests.

The estimate must identify all of the costs associated with the project. Required matching funds or your own contributed funds are to be subtracted at the end of the estimate; the remaining balance represents the actual amount of your grant request.

When one application is being submitted that encompasses several distinct sites or areas, include an individual cost estimate for each (i.e., Appendix D, Item C) and a Summarized Estimate for all (i.e., Appendix D, Item B).

The purchase of all equipment must be specific line items in the cost estimate. Equipment is considered to be anything motorized and anything of a durable nature with a useful life beyond the term of this specific application. Minor items such as hand tools may be combined.

Refer to Appendix D for sample cost estimate formats. Cost estimates should not be too detailed or too vague. For example, identify a lump sum for O&M materials/supplies as opposed to the cost of each item. In a second example, the cost for construction of a restroom should be identified as opposed to a list of the actual construction materials.

Be sure to include costs for such things as inflation, engineering, design, contract administration, as applicable. Each should be listed as an individual line item and the rate (percentage) must be identified.

Lastly, administrative costs or surcharges must be specific line items or they will be disallowed when the project is audited. The rate (percentage) must also be identified. If you charge more than 10%, you must provide a justification and/or explanation under Item D.

Equipment usage rates for equipment purchased and owned by you, may include fuel, maintenance, repairs, and replacement costs proportionate to the extent that the equipment will be used to accomplish this specific grant project. If the equipment was previously purchased with OHV grant funds (all or in part), the State will only allow charges for fuel, maintenance and repairs (replacement costs cannot be charged). "Replacement costs" refer to such things as fixed ownership rates, working capital funds, and capitalized equipment rates.

## **ITEM D**

### **O&M INCREASE**

If the O&M grant applicant is requesting considerably more than in the previous year, justification for doing so must be provided. Excluding any equipment purchases in both years, if you request more than the current inflation index over last year's approved amount, a justification must be provided. Realistic arguments may include increases in visitation, new trails or facilities coming online or catastrophic occurrences.

A justification and/or explanation must be provided if you charge more than 10% for administrative costs.

## **ITEM E**

### **OHV USER AND PUBLIC INVOLVEMENT**

Discuss the means by which recreationists and the general public were involved during the development of this specific grant application and summarize their sentiments. All letters of opposition and support shall be included with the application. Off-highway vehicle user and public input must be specific to this grant application.

## **ITEM F**

### **PROJECT EXTENSION JUSTIFICATION**

The State generally requires that OHV grant projects be implemented and completed within one budget year. If a grant will require more than one year to complete, a written statement to justify an extension is required.

## **ITEM G**

### **OHV LAW ENFORCEMENT PLAN**

All O&M projects and new acquisition or development projects require enforcement of OHV registration, vehicle operation and vehicle equipment laws. The level and extent of your law enforcement program must be identified as it applies to OHV recreation in your jurisdiction. Each O&M grant or cooperative agreement shall include a law enforcement plan that identifies existing law enforcement problems and a description of how this grant or cooperative Agreement will solve those problems. Past OHV law enforcement efforts shall be identified (e.g., numbers of citations, types of citations, numbers of enforcement-related contacts, physical arrests, hours committed to enforcement).

Law enforcement tasks shall include but not be limited to enforcement of the following: checking spark arresters and current registration; checking compliance with noise requirements; prevention of illegal activity that may result in resource damage or trespass; enforcement of alcohol-related laws and OHV related search and rescue. The law enforcement plan shall also include the following: 1) a map of the areas, routes, and corridors that will be patrolled and enforced with OHV funds 2) an identification of the number and classification of law enforcement personnel involved in implementing the OHV project 3) a schedule of the patrols that will be conducted and the classification of law enforcement personnel used (e.g., Level 4-Law Enforcement Officer (LEO), 10 weekends, or sergeant, 10 weekends) 4) the number, price and type of enforcement signs to be purchased and installed and 5) the cost of educational materials such as displays or brochures to be purchased with OHV funds.

## **ITEM H**

### **GENERAL SITE MAP/PLAN**

Provide a general site map of the area that depicts: the project or OHV area's boundaries, primary passenger vehicle routes leading to and within those boundaries, and, to the extent possible, primary OHV roads and trails. For acquisition projects, also identify the property's general location. For development projects, also provide a general site plan (i.e., conceptual development plan) (see Appendices G and H).

## **ITEM I**

### **FUNDING/PHASING PRIORITIES**

In anticipation of insufficient OHV grant funds being available for all projects with merit, use this item to state your funding and/or phasing desires. What priority does this application have in comparison to the other applications you are submitting. This can be stated simply as "Priority #1 out of 5", "Priority #2 out of 5", etc. Additionally, if this specific project could be funded and accomplished in "phases", briefly summarize the cost and scope of each phase. While we cannot guarantee the availability of funds for subsequent phases, priority consideration can be given to those requests. If an equipment grant is dependent upon funding of a related O&M grant, it should be noted.

**ITEM J**

**NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)  
AND  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

All grant projects shall be examined for their potential impacts, regardless of type. Federal and local agencies shall submit the appropriate environmental documents with the application. In most cases, equipment and safety grants are exempt; a categorical exemption or exclusion must be prepared and submitted with the application. Note that the OHMVR Division must review all NEPA documents for CEQA comparability per PRC 5090.55(b), and additional information may be required from applicants. This review process shall be completed prior to the Project Agreement being certified by the Division. Environmental documentation must be written for the Project, not the entire program (see Figure 4).

**ITEM K**

**FACILITY SCHEDULE**

Local agencies must identify the days and hours the OHV facility will or will not be open for casual (non-competitive) OHV recreation. An estimate of the number of organized competitive events that are likely to be conducted on an annual basis must also be included. Competition means an organized event requiring registration, an entrance fee, and includes scoring and awards.

**ITEM L**

**MATCHING FUNDS DESCRIPTION**

Local agencies must identify the source and amount of matching funds or services that they are required to provide for O&M projects. All safety type grants and cooperative agreements require a 25% match.

**ITEM M**

**GOVERNING BODY RESOLUTION**

Appendix E provides a sample Governing Body Resolution, which is required for all local government agencies. It can be modified slightly to suit your specific type of application or to comply with any idiosyncrasies in your jurisdiction. The clerk of the governing body must certify the resolution.

**ITEM N**

**CONSERVATION, REHABILITATION AND ENFORCEMENT  
SUB-ACTIVITY NARRATIVES**

Provide a brief and concise narrative describing specific activities to be accomplished with funds identified for each sub-activity on the application face sheet (Item A). Refer to Appendix B for more details regarding the sub-activity.

## **ITEM O**

### **CONSERVATION, REHABILITATION AND ENFORCEMENT SUB-ACTIVITY COST ESTIMATES**

A cost estimate must be prepared for each sub-activity detailing how the funds are to be spent.

## **ITEM P**

### **MONITORING SUMMARY**

All grants and cooperative agreements for planning, acquisition, and development projects and for resource management and operations and maintenance shall provide a summary of the monitoring activities that were accomplished by the previous OHV grant or cooperative agreement. The summary should include at a minimum, a map, type of monitoring (i.e., soils and wildlife habitat), narrative of the monitoring results, and actions taken or that will be taken in response to the monitoring results.

## **ITEM Q**

### **RESOURCE DISCUSSION**

Each O&M grant or cooperative agreement shall discuss, as applicable, the existing situation, the status of resources, problems, and the desired outcome or result.

## **ITEM R**

### **ENDANGERED OR THREATENED SPECIES MAP**

Each planning grant or acquisition, development, resource management, O&M grant, or O&M cooperative agreement, shall include a map identifying the known range of the State- or federally designated endangered or threatened species within the areas receiving OHV funds.

## **ITEM S**

### **1991 SOILS STANDARDS AND GUIDELINE MAP**

Each Planning, Acquisition, Development, Resource Management or O&M grant or cooperative agreement shall include a map in accordance with the 1991 Guidelines/Standards that identifies the soil types and their erosion potential in the OHV areas funded by OHV funds.

## **ITEM T**

### **CONSERVATION ACTIVITIES**

Each O&M cooperative agreement shall include a description of the conservation activities funded with OHV funds and will include maps and photographs of the areas involved.

## **ITEM U**

### **INVENTORY OF FEATURES**

Each OHV planning cooperative agreement shall include an inventory of features. This inventory shall include, but not be limited to: plants, animals, historical and cultural resources.

## **ITEM V**

### **WILDLIFE HABITAT PROTECTION PROGRAM**

All grants for planning, acquisition or development and cooperative agreement for resource management and O&M, shall include a Wildlife Habitat Protection Program. The Wildlife Habitat Protection Program shall include the following:

1. A map identifying the trails, roads, corridors, and areas that are open for use by OHVs and receive funding from the OHV fund.
2. A baseline survey of the soils, and sensitive wildlife and wildlife habitats found in the areas that are open for use by OHVs and receives funding from the OHV fund.
3. A monitoring program that is able to detect changes in soil erosion and wildlife habitat in the area that is open for use by OHVs and receives the funding from the OHV Fund. A summary of the monitoring program will be provided to the Division at the end of each implementation period.
4. A resource protection program that includes, but is not limited to, law enforcement, public education, signing and barriers.
5. A management component that uses the above information to solve resource issues.

## **ITEM W**

### **TOXIC OR HAZARDOUS SITE SURVEY**

Each OHV planning grant or cooperative agreement shall include an inventory of known toxic or hazardous sites within OHV areas or on adjacent lands that may impact OHV funded areas.

## **ITEM X**

### **INITIAL INVESTIGATION OF IMPACTS**

Each OHV planning grant or cooperative agreement shall include an investigation and analysis of the impact of OHV recreation on adjacent lands, residents, and potential conflict with other recreational users.

## **ITEM Y**

### **INITIAL EVALUATION OF OHV RECREATION ON WATER QUALITY**

Each OHV planning grant or cooperative agreement shall include an initial evaluation of the proposed OHV recreation on water quality of the area.

## APPENDIX A

### PRIMARY PROJECT TYPE CATEGORIES

There are seven primary grant project types eligible for OHV funding. Separate applications must be prepared for each grant type, even if they are in the same location or area. A sample detailed cost estimate for the different types of projects are provided in Appendix D.

1. PLANNING GRANTS (100% funding)

Planning grants are intended to determine the viability of an area/project prior to committing acquisition, development, or resource management funds. Planning efforts should minimally include the following: (1) an inventory of features, (2) a wildlife habitat survey (3) a wildlife habitat protection program and (4) a certified environmental document. In some instances, the NEPA/CEQA document could constitute the planning document.

Examples:      Environmental Impact Reports (EIR)/Environmental Impact Statements (EIS)  
                    Environmental Assessments (EAs)  
                    Recreation Management Plans/General Plans  
                    Environmental Impact Statements (EISs)

Special Application Requirements:

The project description should include a discussion of your planning goal. The proposed planning process (including public involvement), the environmental setting, existing OHV opportunities, and/or problems, should be discussed. Site-specific planning that has a high potential to improve and/or expand OHV use is a higher priority, while general, area-wide planning that has a clear potential to reduce or eliminate OHV use, is a low priority and is discouraged.

2. ACQUISITION GRANTS (100% funding)

These types of grants include the acquisition of land and improvements made to expand or assure adequate OHV recreation access and/or opportunities. Eligible costs: purchase, appraisals, escrow fees, title insurance, title reports, and surveys.

Examples:      Right-of-ways/easements  
                    Long-term leases  
                    Fee title

Special Application Requirements:

- A. Completed environmental documents (e.g., EIS, EA, or EIR) must be submitted with the application. Local agencies must also submit a completed feasibility study approved by the governing body if the proposed acquisition is of significant magnitude.



- B. All agencies acquiring property under the OHV Grant Program must comply with Section 5090.53, Chapter 1.25, Division 5, of the Public Resources Code (see Figure 1). This is to be addressed in the environmental document.
- C. The project description must identify the total acreage involved, average cost per acre, and the number of parcels and/or easements.
- D. Land purchased with OHV Funds will be held in title by the grantee.

3. DEVELOPMENT GRANTS (100% funding)

The range of development activities is quite extensive. Modest, yet adequate facility development is preferred over those that are overly extravagant. Development projects should include one-time-only costs and result in a return of OHV recreation benefits commensurate with the amount of funding requested and in a manner that will sustain long-term use while maintaining natural values. Competition and spectator facilities are not eligible for funding unless casual OHV use is also permitted and constitutes the primary activity.

Examples:	Trail construction	Restrooms
	Trailheads	Fencing
	Signs	Access Roads, Picnic/Camping facilities

Special Applications Requirements:

All agencies developing property under the OHV grant program guidelines must comply with Section 5090.53, Chapter 1.25, Division 5, of the Public Resources Code (see Figure 1).

4. OPERATION AND/OR MAINTENANCE (O&M) GRANTS (25% match required of local agencies)-(100% funding to federal agencies) O&M activities are the on-going, annually recurring work directed towards facilities, natural resources and visitors. Operations constitute the personnel and equipment required for site administration and visitor assistance/supervision. Maintenance is the work required to ensure: effective and efficient use of physical facilities, and OHV recreation opportunities. The cost of labor, materials, supplies and equipment to accomplish normal O&M activities, directly attributable to OHV recreation, are eligible. Some one-time-only expenses are eligible (e.g., maps, fence materials, signs, equipment, etc.).

Examples:	Facility repair and servicing
	Volunteer utilization/coordination
	Visitor supervision and assistance
	Site administration
	Law enforcement activities
	Snow plowing
	Map/brochure design/printing
	First aid supplies
	Trash collection
	Cultural resource mitigation/protection
	Soil and wildlife habitat monitoring

### Special Application Requirements:

- A. Major or significant resource management projects (costing over \$10,000) should not be included under O&M. Minor resource improvement activities are allowed under O&M, and specific costs and the general scope are to be identified.
- B. Local agencies must identify the source and amount of their (25%) matching funds under application Item L. Jurisdictions with multiple OHV units should prepare only one master grant application with sub-applications. For example: Stanislaus County has two OHV parks, which are submitted under one master application; the master application would include individual sub-applications for each park (see Appendix D).
- C. The USFS and BLM must submit forest-wide/ field office-wide applications. For example: The Mendocino National Forest has two Ranger Districts within which significant OHV usage occurs. The master application must include individual sub-applications for each Ranger District.
- D. Where funds for multiple sites, parks, districts, or areas are being applied for within the required single application, there will actually be multiple versions of the same application components. Generally, the master application will consolidate certain pieces of information contained in the sub-applications. The sub-application components should include extensions in the titles (e.g., Item A-1, A-2).

### 5. RESOURCE MANAGEMENT GRANTS (100% funding)

Resource management involves major, one-time-only projects that conserve and/or restore natural resources in an effort to maintain ecologically-balanced OHV recreation. Resource management projects constitute two sub-activities -- rehabilitation and conservation. These activities must relate to the physical operation of OHV's. Refer to Appendix B for a thorough discussion of each sub-activity.

Examples:

- Restoration/Rehabilitation plans or projects
- Wildlife habitat protection programs or projects
- Soil monitoring plans
- Wildlife habitat surveys
- Soil surveys
- Sensitive habitat fencing, repair, signing
- Sediment control structures
- Resource conservation education projects
- Hardening of stream crossings and/or the construction of bridges to improve or maintain water quality.

Applicants should discuss, as applicable, the existing situation, the status of resources, the problems, and the desired outcome/results.

### 6. SAFETY EDUCATION PROGRAM GRANTS (25% match required)

Safety education programs are designed to teach safe and responsible operation of OHVs. A program could involve developing safety education materials (e.g., pamphlets, booklets, posters, videos) and/or curriculums. Education programs involving hands-on instruction in the safe operation of OHVs for people of all ages are eligible.

Examples:           Snowmobile Safety Checklist  
                          ATV Safety Video  
                          ATV Safety Handbook  
                          4WD Safety Course  
                          Towing Safety Tips

Discussion: Safety education grants can be made to non-profit organizations. The Public Resources Code limits safety education grants to no more than \$300,000 annually.

7. EQUIPMENT GRANTS (100% funding-federal; 25% match required for local)

Equipment grants involve the purchase of equipment to perform activities identified in the OHV grant application. Single equipment items exceeding \$5,000 (excluding tax) shall be placed in a separate equipment grant application and should not be included in an O&M grant. Multiple equipment items (each exceeding \$5,000) shall be combined into a single application with each item identified as a line item. The Division may develop guidelines regarding the replacement of equipment purchased with OHV funds. The grantee shall keep tools and equipment purchased with OHV funds maintained and in safe working order.

Equipment and implements purchased with funds (equal to or greater than \$30,000) (excluding tax) shall be registered in the Division's name. It will be used for an OHV program during the normal life of the equipment and then shall be returned to the Division for disposal or sale. Notification to the OHMVR Division, headquarters that a piece of equipment is eligible for surplus is grantee's responsibility. The Division may develop operating and maintenance standards for snow grooming equipment purchased with Funds equal to or in excess of \$30,000. The Division may direct the grantee to where snow tractors and snow grooming equipment are to be serviced and repaired. All equipment and implements purchased with funds (including snow tractors and snow grooming equipment) must display an "OHV Funds at Work" insignia. The insignias may be obtained from the Division free of charge.

Equipment items or tools costing \$250 to \$4,999, purchased with OHV funds, shall be identified as a line item in an O&M grant. The purchase of tools or equipment exceeding \$250, not identified in the Project Agreement, shall be approved in writing by the Division prior to purchase.

Examples:       Snow tractor & grooming equipment  
                          Motorcycle  
                          ATV  
                          Snowmobile  
                          4X4 pick-up truck  
                          Rescue buggies  
                          Trail tractor  
                          Dozer  
                          Grader

## APPENDIX B

### PROJECT SUB-ACTIVITY GUIDELINES EXPENDITURES FROM CONSERVATION AND ENFORCEMENT SERVICES ACCOUNT

There are three sub-activities that can make up all or part of a grant project type, whether it is O&M, development, planning, equipment, or resource management. The sub-activities do not apply to acquisition projects. The following describes each sub-activity in detail with examples of eligible expenditures. Sub-activities only relate to the physical operation of OHVs. Support facilities are not eligible for sub-activity credit (e.g., construction or restoration of a restroom, access-road improvements).

#### 1. LAW ENFORCEMENT (PRC 5090.64(2)/PRC 5090.53 (b)(4)

Definition: OHV funding for law enforcement is limited to activities (not basic training) consisting of employing, equipping, and supervision of peace officers who have the following specific duties:

- A. Enforcement of Division 16.5 of the California Vehicle Code, and Sections 4442 and 4442.5 of the Public Resources Code.
- B. Enforcement of any other laws regulating the equipment and use of OHVs (i.e., county laws, federal laws/regulations).
- C. Protecting natural resources from OHV impacts on public land.

Discussion: Enforcement of applicable laws is a mandatory prerequisite to receive OHV grant funding. Grant funds are not to supplant an agency's existing law enforcement budget. Protecting natural resources from OHV impacts and enforcing of OHV registration and noise laws are to be the highest priority use of these funds. Grants will not pay for training, equipment, or uniforms to do basic non-OHV law enforcement.

Requests for enforcement funding must identify the type and extent of enforcement problems that exist because of OHV recreation.

The following law enforcement activities/items may be claimed:

- 1. Construction of physical barriers and other means of traffic control (e.g., fences, gates, barriers).
- 2. Contracts for county sheriff patrol.
- 3. Purchase of sound monitoring equipment.
- 4. OHV safety apparel for peace officers doing OHV patrol.
- 5. OHV-type patrol vehicles used by peace officers.
- 6. Communications equipment (e.g., radios).
- 7. Agency peace officers for patrol (i.e., OHV-related enforcement staffing costs).
- 8. Search and rescue funds to a county sheriff with justification of an existing OHV related problem identified in the law enforcement plan.
- 9. Training and equipment for officers to do OHV law-enforcement.

## 2. CONSERVATION (PRC 5090.10)

Definition: Conservation is defined as activities, practices, and programs that sustain soils, plants, wildlife and their habitats in accordance with the standards adopted pursuant to PRC Section 5090.35.

Discussion: Conservation is intended to prevent or reduce soil, wildlife, or habitat loss, while still providing OHV recreation.

Conservation activities must involve the DIRECT, physical correction of resource damage, the DIRECT promotion of resource etiquette, or DIRECT resource management activities.

The following **conservation** activities may be claimed:

1. Route armoring, tread repair, to prevent or control erosion and vegetation loss, or route widening.
2. Puncheon, turnpike, or corduroy installation on an existing route.
3. Equipment usage to do conservation activities.
4. Soil, wildlife and wildlife habitat monitoring.
5. Bi-yearly aerial photography for resource monitoring.
6. Wildlife habitat and soil surveys.
7. Monitoring plans.
8. Revegetation, seeding and mulching.

## 3. REHABILITATION (PRC 5090.11)

Definition: Upon closure of the unit or any portion thereof, the restoration of the land to the contours, plant communities, and plant covers comparable to those on surrounding lands or at least to those that existed prior to OHV use. (Note: The intent of restoration is to mitigate OHV damage to the extent that the results are natural in appearance.)

Discussion: For the purpose of the OHV grant program, rehabilitation will refer to any PERMANENT CLOSURE where OHV use was allowed, but is no longer permitted or in an area closed to OHV use but has been damaged by OHV use. Legal or illegal OHV use must have been the cause of the natural resource deterioration, thus creating the need for closure or rehabilitation. All rehabilitation activities must be site-specific and identified on a map.

The following rehabilitation activities may be claimed:

1. Closure signs.
2. Vegetation restoration.
3. Landform restoration.
4. Seeding and mulching.
5. Wildlife habitat restoration.

## **APPENDIX C**

### **CONSERVATION AND ENFORCEMENT SERVICES ACCOUNT**

#### **Revenue and Taxation Code Section 8352.8 (C)**

(C) Funds in the Conservation and Enforcement Services Account shall be allocated to the Division of Off-Highway Motor Vehicle Recreation of the Department of Parks and Recreation for expenditure when approved by the Legislature for the purposes of Section 5090.64 of the Public Resources Code.

#### **PRC Section 5090.64**

Funds allocated pursuant to Section 8352.8 of the Revenue and Taxation Code shall be expended by the division or by cities, counties, or appropriate districts, or by agencies of the United States, solely for the following activities on lands in the system:

Conservation activities carried out for the prevention or reduction of soil loss, wildlife loss, and habitat loss as defined in Sections 5090.35, 5090.50 and 5090.53. Enforcement activities consisting of employing, equipping, and supervising peace officers for the purpose of protecting natural resources, enforcement of Division 16.5 (commencing with Section 38000) of the Vehicle Code, enforcement of Sections 4442 and 4442.5 of this code, and enforcement of other laws regulating the equipment and use of off-highway motor vehicles, and the construction of physical barriers and other means of traffic control.

### **DISCUSSION**

The Division refers to the Conservation and Enforcement Service Account as C&E. The C&E funds are spent by the Division in two areas; 1) through the State Vehicle Recreation Areas (SVRAs) and 2) through the OHV Grants Program.

The Division is required to spend the funds allocated to the C&E account only on C&E activities; 33% of the OHV grant funds must be spent on C&E sub-activities.

### **SUB ACTIVITIES**

The Division identified three OHV grant sub-activities that qualify as C&E: they are enforcement, rehabilitation and conservation. The specific types of activities are eligible to be claimed as enforcement, rehabilitation or restoration are identified in Appendix B.

### **GRANT SPENDING REQUIREMENTS**

In an effort to reach the mandated 33% C&E spending requirement (Revenue & Taxation Code Section 8352.8); the Division recommends a minimum of 33% of each O&M grant be spent on C&E activities. A portion of resource management grants may be considered up to 100% C&E.

The grantee must identify the amount of the grant that is to be spent on C&E sub-activities on the Application Face Sheet (DPR 565) (rev 5/2000)(Figure 5).

### **ACCOUNTING FOR C&E EXPENDITURES:**

Grantees must document of all OHV funds spent; especially funds claimed as C&E. Conservation and enforcement funds must be able to be tied to a specific action or project.

For audit purposes, all C&E expenditures must be identified/coded as such and supported by appropriate invoices, purchase orders, canceled warrants, timesheets and other records.

### **IDENTIFICATION ON PAYMENT REQUESTS AND PROFFERS**

On OHV grant types requiring or allowing C&E expenditures; such expenditures must be identified on all payment requests and proffers submitted to the Division.

**APPENDIX D**  
**SAMPLE COST ESTIMATE (1 OF 8)**

**ITEM C**  
**PLANNING COST ESTIMATE**

PROJECT NAME: State OHV Trail

DATE PREPARED: March 1, 1987

**A. Feasibility Study**

Staff Time	\$20,000
Printing/Mailing	500
Administration (10%)	2,050
Subtotal – A	<u>\$22,550</u>

**B. Conceptual Development Plan**

Staff Time	\$ 9,775
Printing/Mailing	250
Administration (10%)	1,002
Subtotal – B	<u>\$11,027</u>

**C. Environmental Impact Report**

Consultant and/or Staff Time	\$23,000
Printing/Mailing	500
Administration (10%)	2,350
Subtotal – C	<u>\$25,850</u>

**TOTAL A, B, C** **\$59,427**

Indirect Administration (0%)	0
Inflation (10%)	5,942

**TOTAL ALL** **\$65,369**  
Less County Contribution - 15,000

OHV GRANT REQUEST (Rounded \$1,000s) \$60,000



## SAMPLE COST ESTIMATE (2 of 8)

### ITEM C

#### ACQUISITION COST ESTIMATE

PROJECT NAME: Indio Primary Access

DATE PREPARED: March 3, 1987

A. STAFF

<u>Classification</u>	<u>Monthly Salary</u>	<u>Term</u>	<u>Cost</u>
1. Appraiser	\$3,900	2.5 mo.	\$ 8,600
2. Surveyor	\$3,900	20.5 mo.	68,400
3. Negotiator	\$3,900	15.5 mo.	41,000
		SUBTOTAL-A	<u>\$118,000</u>

B. CONTRACTS

(None)	SUBTOTAL-B	<u>\$-0-</u>
--------	------------	--------------

C. OTHER EXPENSES

1. Title Policy	29 @ \$200	\$ 5,800
2. Recording Fee	29 @ \$ 50	1,450
3. Easement Consideration		17,000

SUBTOTAL-C \$24,250

TOTAL A, B, C \$142,250  
ADMINISTRATION (10%) 14,225

INFLATION (5% over 2 years) 7,290

TOTAL ALL \$ 163,765  
LESS BLM CONTRIBUTION -\$ 92,000  
71,765

OHV GRANT REQUEST (Rounded \$1,000s) \$72,000

## SAMPLE COST ESTIMATE (3 of 8)

### ITEM C

### DEVELOPMENT COST ESTIMATE

PROJECT NAME: Westwood OHV Park

DATE PREPARED: June 2, 1986

ITEM	QUALITY	DESCRIPTION	UNIT PRICE	
1.	80,000 SF*	Roadway Grading	\$ .10	\$8,000
2.	24,000 SF	Parking Area Grading	.10	2,400
3.	950 Tons	211 Roadway Base	10.00	9,500
4.	550 Tons	411 Parking Area Base	10.00	5,500
5.	2,500 LF*	6-Ft. Fencing	8.00	20,000
6.	15,000 SF	Course Grading	.20	<u>7,500</u>
<b>SUBTOTAL</b>				<b><u>\$52,900</u></b>
ENGINEERING (6.6%)				\$ 3,491
ADMINISTRATION (3%)				1,587
<b>SUBTOTAL</b>				<b><u>\$57,978</u></b>
INFLATION (2.5%)				<u>\$ 1,449</u>
<b>TOTAL ALL</b>				<b>\$59,427</b>
LESS CITY CONTRIBUTION				<u><b>-\$ 5,000</b></u>
<b>SUBTOTAL</b>				<b><u>\$54,427</u></b>
<b>TOTAL GRANT REQUEST (Rounded \$1,000s)</b>				<b><u>\$54,000</u></b>

\* SF= square feet

\* LF= linear feet

## SAMPLE COST ESTIMATE (4 of 8)

### ITEM C

#### RESOURCE MANAGEMENT COST ESTIMATE

PROJECT NAME: Imperial Dunes Monitoring      DATE PREPARED: January 30, 1987

A.    Develop Monitoring Plan      \$9,800

**A Subtotal**      \$9,800

B.    Contracts

1.    Andrews Dune Scarab Beetle      \$11,000  
      (Relative abundance and distribution studies)

2.    Flat-tailed Horned Lizard      8,000  
      (Relative abundance and distribution studies)

3.    Colorado Desert Fringe-toed Lizard      14,000  
      (Relative abundance and distribution studies)

4.    Sensitive plant species      10,000  
      (Characterization and photo plots, small study plot enclosures)

5.    Vegetative condition      6,000

**B Subtotal**      \$49,000

C.    Supplies/Material (to be contributed by the CDFG Environmental License Plate Fund)

1.    Study plot and transect markers (Carsonite)      \$ 6,000

2.    Study plot fencing (sensitive plant and vegetation studies)      10,000

3.    Contingencies and inflation, (Part C only)      4,000

**C Subtotal**      \$20,000

**Total A, B, C**      \$78,800

Administration (13%)      \$10,244

Inflation (5% over 2 years)      3,940

**TOTAL ALL**      92,964

Less CDFG Contribution      -\$ 20,000

**SUBTOTAL**      \$72,964

---

OHV Grant Request (Rounded \$1,000s)      \$73,000

## APPENDIX D

### SAMPLE COST ESTIMATE (5 of 8)

#### ITEM C

#### OPERATION AND MAINTENANCE COST ESTIMATE

PROJECT NAME: Corral O&M

DATE PREPARED: January 21, 1987

##### A. STAFF

	Classification	Mo./Hr. Salary	Term	Term	Annual Cost
1.	Recreation Technician	\$1,111/pp	pp*	26.1	\$26,002
2.	Recreation Tech. (Seasonal)	\$ 592/pp	pp	10	5,920
3.	Unit Managers P-42	\$1,030/pp	pp	3	3,090
4.	Unit Manager P-45	\$1,012/pp	pp	13.2	14,552
5.	Unit Manager P-46	\$ 979/pp	pp	2.1	<u>2,056</u>
<b>A SUBTOTAL</b>					\$54,620

##### D. CONTRACTS

	Service Provided	Frequency	No.	Annual Cost
1.	Toilet Pumping	Bi-Annual	20	\$ 2,400
2.	Grading Corral Canyon Road	Bi-Annual	15mi.	10,000
3.	Brochure Printing	Tri-Annual	10,000	<u>1,000</u>
<b>B SUBTOTAL</b>				\$13,400

\*pp= pay period

## MATERIALS/EQUIPMENT

	<u>Type</u>	<u>Quantity</u>	<u>Annual Cost</u>
1.	Signs	25	\$ 2,500
2.	Fence		-00-
3.	Barrier Hardware		100
4.	Restroom Materials		400
5.	Miscellaneous (i.e., litter bags, tools, parts, small tractor rental)		2,000
6.	Equipment Mileage (3 vehicles)	1,500 mi.	1,500
		Part C SUBTOTAL	\$ 7,000
		<b>TOTAL A, B, C</b>	\$75,020
		Administration (0%)	-0-
		Inflation (2%)	<u>1,386</u>
		<b>GRAND TOTAL</b>	\$76,406
		Less USFS Contribution Total (38%)	<u>-\$29,206</u>
			\$47,200
		Total Grant Request (Rounded \$1,000s)	<u>\$47,000</u>

## SAMPLE COST ESTIMATE (6 of 8)

### ITEM B

#### SAMPLE ONE PAGE COST SUMMARY DOBERNECK NATIONAL FOREST O&M

<u>Expenditure Type</u>	<u>Patton R.D</u>	<u>Itogawa R.D.</u>	<u>Totals</u>
Labor	\$11,600	\$17,000	\$28,600
Contracts	5,000	7,700	12,700
Equipment Purchase	1,750	-0-	1,750
Equipment Usage	1,200	2,900	4,100
Materials/Supplies	21,000	19,500	40,500
Miscellaneous Other	700	-0-	700
Subtotal	<b>\$41,250</b>	<b>\$47,100</b>	<b>\$88,350</b>
 Inflation (6%)**	 2,475	 2,826	 5,301
Administration (2%)**	825	942	1,767
Subtotal	<b>\$44,550</b>	<b>\$50,862</b>	<b>\$95,418</b>
Less Agency Contribution (30%)	<u>13,365</u>	<u>14,130</u>	<u>28,625</u>
Total	<b>\$31,185</b>	<b>\$36,732</b>	<b>\$67,793</b>
 <b>Total Grant Request (Rounded \$1,000s)</b>	<b>\$31,000</b>	<b>\$37,000</b>	<b>\$68,000</b>
Last Year's Grant Amount	\$32,000	\$47,000	\$79,000
 Difference % This Year – vs. – Last	(3%)	(21%)	(13%)

**Note: \*\* = Percentage figures are for demonstration only – these are not suggested percentages. Percentages are of the subtotal.  
Use current rate of inflation – identify source of inflation rate.**

## APPENDIX D

### SAMPLE COST ESTIMATE (7 OF 8) ITEM N

### SUB-ACTIVITY COST ESTIMATE CONSERVATION & ENFORCEMENT

#### CONSERVATION SUB-ACTIVITY

<b>A. <u>Labor</u></b>	<b><u>Payperiods</u></b>	
1. Res. Officer GS – 11/8	3	\$4,800
2. OHV Tech. GS – 6/1	3	3,000
3. OHV Aid GS – 4/3	6	4,200
4. Equipment Operator	2	2,800
<b>B. <u>Equipment Usage Reimbursement</u></b>	<b><u>Time/Miles</u></b>	
1. Dirt Bikes/ATVs	48hr.	960
2. Heavy Equipment	24hr.	2,400
<b>C. <u>Trail &amp; Structure Maint./Repair</u></b>	<b><u>No.</u></b>	
1. Sign Replacement/Repair	15	1,500
2. OHV Trailhead Displays	1	1,000
3. Trail Tread Hardening/Repair	5 mi.	<u>2,000</u>
	<b>Sub-Total</b>	\$22,600
	Less Agency Contribution	<u>(2,600)</u>
	<b>Total</b>	<b><u>\$20,000</u></b>

#### LAW ENFORCEMENT SUB-ACTIVITY

<b>A. <u>Staff</u></b>	<b><u>Payperiod</u></b>	
1. Res. Protection Officer GS – 9/7	9	\$12,600
2. County Sheriff (contract)	6	12,000
<b>B. <u>Vehicles</u></b>	<b><u>Time</u></b>	
1. 4X4 Pickup	2 mo.	\$ 1,000
<b>C. <u>Materials</u></b>	<b><u>No.</u></b>	
1. M/C Safety Equipment	1	\$ <u>1,000</u>
	Sub-Total	<u>\$26,600</u>
	<b>Total – I &amp; II (rounded \$1,000s)</b>	<b><u>\$47,000</u></b>

APPENDIX D

**SAMPLE COST ESTIMATE (8 of 8)**

**ITEM C**

**EQUIPMENT**

PROJECT NAME: Angeles NF

DATE PREPARED: January 21, 1987

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL COST (+Tax)</u>
1. 1	Honda 250 XR Motorcycle	\$5,548	\$5,955.78
2. 2	Kawasaki 250 ATV	\$6,150	\$13,204.05

Sub-Total \$19,159.83

**Total (Rounded 1,000s) \$20,000.00**



**APPENDIX E**  
**SAMPLE GOVERNING BODY RESOLUTION**  
**ITEM V**  
**RESOLUTION NO. \_\_\_\_\_**

Resolution of the \_\_\_\_ (Body) \_\_\_\_ of \_\_\_\_ (Jurisdiction) \_\_\_\_, approving the  
Application for State Off-Highway Vehicle Grant entitled \_\_\_\_\_

WHEREAS, the people of the State of California have enacted the Off-Highway Motor Vehicle Recreation Act of 1988, which provides funds to the State of California and its political subdivisions for planning, acquiring, developing, operating, conserving, and maintaining off-highway vehicle recreation; and

WHEREAS, the Off-Highway Motor Vehicle Recreation Division within the California Department of Parks and Recreation has been delegated the responsibility to administer the program; and

WHEREAS, procedures established by the California Department of Parks and Recreation require the applicant to certify by resolution the approval of applications before submission to the State; and

WHEREAS, this project appears on, or is in conformance with, this jurisdiction's adopted general or master plan and is compatible with the land use plans of those jurisdictions immediately surrounding this project;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_ (Body) \_\_\_\_ hereby:

1. Approves the filing of an application for an Off-Highway Vehicle Grant; and
2. Certifies that this agency understands its legal obligations to the State upon approval of the grant; and
3. Certifies that this agency understands the California Public Resources Code requirement that acquisition and development projects be maintained to specific conservation standards; and
4. Certifies that the project will be well maintained during its useful life; and
5. Certifies that this agency will implement the project with diligence once funds are available and a Project Agreement has been consummated between the State and this agency; and
6. Certifies that this agency will provide the required matching funds (as applicable); and
7. Certifies that the public and adjacent property owners have been notified of this project (as applicable); and
8. Appoints the (Title) as agent of the (Jurisdiction) to conduct all negotiations and, execute and submit all required documents, including but not necessarily limited to, applications, agreements, amendments, payment requests, etc., which may be necessary for the completion of the project.

ATTEST....

## APPENDIX F

### CALIFORNIA ENVIRONMENTAL QUALITY ACT CLEARANCE

All applications for Off-Highway Vehicle Funds must contain evidence of compliance with the provisions of the California Environmental Quality Act (CEQA) before a Project Agreement is signed. It is preferred that evidence of compliance be submitted with the application.

#### CEQA/NEPA COMPLIANCE

Compliance with CEQA involves preparation of the appropriate environmental documentation, State Clearinghouse review, and submission of the final, approved documents to the California Department of Parks and Recreation with your application.

The steps involved in this compliance procedure are as follows:

(Note: The local government agency applying for OHV funds is the lead agency for the purposes defined in the CEQA, and must assume all responsibilities assigned to the lead agency. The requirements for complying with CEQA are contained in Title 14, Division 6, Chapter 3 of the California Administrative Code. You should consult with your local CEQA authority (i.e., attorney, planning department) to assure compliance.

#### 1. Preparation of Environmental Documents

The local or federal agency applying for the OHV grant prepares one of the following environmental documents:

##### CEQA

Categorical Exemption  
A Negative Declaration with Initial Study  
(Notice of Determination)  
A Draft EIR (Required for all OHV acquisition grants) or  
(Notice of Determination)

##### NEPA

Categorical Exclusion  
Environmental Assessment  
(Finding of No Significant Impact)  
Environmental Impact Statement  
(Decision Notice)

#### 2. State Clearinghouse Review and Response

The State Clearinghouse is responsible for the review of environmental documentation on projects for which a Negative Declaration or Draft EIR must be prepared. (Notices of Exemption are not reviewed by the State Clearinghouse, and no copies need to be sent to them.) If the Division has to prepare an environmental document to meet CEQA compliance, the document and its review will comply with CEQA guidelines.

Upon completion of the appropriate document, the lead agency should submit 10 copies of:

A Negative Declaration with Initial Study and Project Location Map  
or  
A Draft EIR and copy of Notice of Completion Form

**APPENDIX G**  
**(General Site Map Example, pg. 40,**  
**General Site Plan Examples, pg. 41)**  
**&**

**APPENDIX H**  
**(General Site Plan 2 of 3, pg. 42,**  
**General Site Plan Examples 3 of 3, pg. 43)**

**GOES HERE**

State of California – The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Division of Off-Highway Motor Vehicle Recreation

See Manual for Instructions

OR

**PROJECT DESCRIPTION** (State specifically what you will do with the requested funds)

I certify that this project conforms with appropriate land use plans, CEQA, and all other required environmental documentation PRC – 5090.55(b).

DPR 565 (Rev. 12/99)

## APPENDIX J

### PROJECT ACCOMPLISHMENT REPORT (PAR)

California Off-Highway Vehicle Grant Program  
Operation/Maintenance and Resource Management Grants

OHV Grant #: **OR-**\_\_\_\_\_ ☐ OSV Grant Grant Title: \_\_\_\_\_

The submission of the following information on an annual **PAR (by February 1)** for the previous fiscal year (federal fiscal year ends 9/30) is a requirement to participate in the State OHV grant program:

#### I. OHV OPPORTUNITIES AVAILABLE:

Is there any **change in OHV opportunity since last PAR**? Yes/No-Lose/Gain-Miles? \_\_\_\_\_

Why? \_\_\_\_\_

- |   |         |
|---|---------|
| 1. Acres of land available for "Open Riding".       | # _____ |
| 2. Miles of motorcycle trails available.            | # _____ |
| 3. Miles of ATV trails available. (Minimum of 50"). | # _____ |
| 4. Miles of 4WD routes available.                   | # _____ |
| 5. Miles of level 2 type roads available.           | # _____ |

##### **OSV**

- |  |         |
|--|---------|
| 6. Miles of Groomed / Marked Snowmobile routes available.    | # _____ |
| 7. Miles of Ungroomed/Marked Snowmobile routes available.    | # _____ |
| 8. Miles of Unmarked Snowmobile routes available.            | # _____ |
| 9. Acres of land open for unrestricted Snowmobile Operation. | # _____ |

#### II. OHV VISITOR ASSISTANCE EFFORTS:

- |  |          |
|--|----------|
| 1. Number of OHV visitors (any portion of a day is one visitor). | # _____  |
| 2. Total number of OHV visitors contacted/assisted.              | # _____  |
| 3. Reported OHV visitor accidents.                               | # _____  |
| 4. Number of OHV related fatalities.                             | # _____  |
| 5. Total State Grant moneys used for visitor assistance.         | \$ _____ |

#### III. VOLUNTEER & OSV INFORMATION

- |   |          |
|---|----------|
| 1. Volunteer hours contributed.                             | # _____  |
| 2. Value of volunteer contributions (labor, equip. etc.).   | \$ _____ |
| <b>OSV</b>  |          |
| 3. Total State Grant moneys spent on snowmobile activities. | \$ _____ |
| 4. Total Agency moneys spent on snowmobile activities:      | \$ _____ |

#### IV. OHV/OSV LAW ENFORCEMENT EFFORTS

- | <u>Violation</u>  | <u>Citations</u> | <u>Written<br/>Warnings</u> | <u>Verbal<br/>Warnings</u> | <u>Number in<br/>Compliance</u> |
|---|------------------|-----------------------------|----------------------------|---------------------------------|
| 1. Registration.....  | # _____          | # _____                     | # _____                    | # _____                         |
| 2. Spark Arrestor.....  | # _____          | # _____                     | # _____                    | # _____                         |
| 3. Other.....   | # _____          | # _____                     | # _____                    | # _____                         |
| 4. Reported OHV related crime incidents:                                    | # _____          |                             |                            |                                 |
| 5. OHV related physical arrests: DUI # _____ Warrants # _____ Other # _____ |                  |                             |                            |                                 |
| 6. Total State Grant moneys spent on enforcement.                           | \$ _____         |                             |                            |                                 |

#### V. OHV RESOURCE MANAGEMENT/CONSERVATION/PROTECTION EFFORT

- |  |          |
|--|----------|
| 1. Miles of OHV routes re-vegetated, rehabilitated, etc.   | # _____  |
| 2. Miles of OHV routes closed for OHV resource protection. | # _____  |
| 3. Acres of "open" land closed for resource protection.    | # _____  |
| 4. Total State Grant moneys spent on resource protection.  | \$ _____ |

## INVENTORY OF OHV PURCHASED EQUIPMENT

### List by Ranger District:

[illegible]

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## APPENDIX L

### CALIFORNIA DEPARTMENT OF PARKS AND RECREATION OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION

#### COUNTY CODES

<u>COUNTY NAME</u>	<u>CODE</u>
Alameda	1
Alpine	2
Amador	3
Butte	4
Calaveras	5
Colusa	6
Contra Costa	7
Del Norte	8
El Dorado	9
Fresno	10
Glenn	11
Humboldt	12
Imperial	13
Inyo	14
Kern	15
Kings	16
Lake	17
Lassen	18
Los Angeles	19
Madera	20
Marin	21
Mariposa	22
Mendocino	23
Merced	24
Modoc	25
Mono	26
Monterey	27
Napa	28
Nevada	29
Orange	30
Placer	31
Plumas	32

**CALIFORNIA DEPARTMENT OF PARKS AND RECREATION  
OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION  
COUNTY CODES**

<b><u>COUNTY NAME</u></b>	<b><u>CODE</u></b>
Riverside	33
Sacramento	34
San Benito	35
San Bernardino	36
San Diego	37
San Francisco	38
San Joaquin	39
San Luis Obispo	40
San Mateo	41
Santa Barbara	42
Santa Clara	43
Santa Cruz	44
Shasta	45
Sierra	46
Siskiyou	47
Solano	48
Sonoma	49
Stanislaus	50
Sutter	51
Tehama	52
Trinity	53
Tulare	54
Toulumne	55
Ventura	56
Yolo	57
Yuba	58



## APPENDIX M

### PAYMENT REQUEST OHV Grant Program State of California – The Resources Agency

Complete the following with the information on your Project Agreement (**do not** combine 2 or more projects on 1 request).

NUMBER \_\_\_\_\_ CONTRACT \_\_\_\_\_ CHARTER \_\_\_\_\_  
TITLE \_\_\_\_\_ VENDOR ID: \_\_\_\_\_ PCA \_\_\_\_\_  
APPLICANT \_\_\_\_\_ INDEX NO. \_\_\_\_\_ STATUTES \_\_\_\_\_  
GRANT AMT. \$ \_\_\_\_\_

1. Payment Request Number \_\_\_\_\_ NAL \_\_\_\_\_ (Check ☐ e)  
2. Invoice Number/Bill for Collection Number \_\_\_\_\_  
3. Type of Request (Check One) \_\_\_\_\_ Reimbursement \_\_\_\_\_ Advance (a project action plan must be attached).  
Grant Type (Check **ONE**)

☐ DEV \_\_\_\_\_ O&M ☐ ES. MGM ☐ LNG. \_\_\_\_\_ SAF ☐ EQUIP ☐

4. Total project expenditures to date (reimbursement) and/or planned expenditures (advance).

	<u>Non – C&amp;E</u>	<u>Conservation &amp; Enforcement (C&amp;E)</u>
Personnel	_____	_____
Contract Services	_____	_____
Acquisition of Equipment	_____	_____
Other	_____	_____
<b>TOTAL</b>	<input type="text"/>	<input type="text"/>

5. Payment Request Information:

- |                                   |       |       |
|-----------------------------------|-------|-------|
| a. Total Grant Amount             | _____ | _____ |
| b. Grant Funds Received to Date   | _____ | _____ |
| c. Current Amount Available (a-b) | _____ | _____ |
| d. <b>AMOUNT OF THIS REQUEST</b>  | _____ | _____ |
| e. Remaining Grant Funds (c-d)    | _____ | _____ |

**Total of this Request (Item 6-d)**

6. Make Warrant Payable to: \_\_\_\_\_  
Street/PO Box \_\_\_\_\_  
City \_\_\_\_\_  
State & Zip \_\_\_\_\_

7. **CERTIFICATION:** I certify that the above mentioned information is correct and that all funds received will be expended in accordance with the condition set forth by the State.

GRANTEE \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNED (Authorized Representative)

8. STATE APPROVAL: \_\_\_\_\_ DATE \_\_\_\_\_

9. Return ONE completed and signed ORIGINAL of this form to: California Department of Parks & Recreation  
Off-Highway Motor Vehicle Recreation Division  
Attention: OHV Grant Section  
Post Office Box 942896  
Sacramento, CA 94296-0001

## APPENDIX N

### ACQUISITION GUIDELINES FOR OHV GRANTS & COOPERATIVE AGREEMENTS

The review of acquisition documentation will be done by the applicant and the Division will accept the applicant's certification as outlined below.

The Acquisition Certification Form (Appendix O) must be completed for EACH OWNERSHIP acquired. This is done normally for each parcel but in some instances one certification may be used for an owner selling multiple parcels at the same time.

#### 1. APPRAISAL SERVICES:

It is the applicant's responsibility to obtain an independent "technical" review of the appraisal report. Appraisals should be prepared in accordance with standards that are comparable to the rules found in the 1998 edition of the Uniform Standards of Professional Appraisal Practice (USPAP).

An independent party or agency reviewer with appraisal experience and knowledge should do the appraisal review.

Recognizing that there are a wide variety of agencies throughout the state, the following are examples of acceptable review processes:

- a. When the applicant agency contracts with an independent fee appraiser to provide the actual appraisal report.

The review of the report can be done by an independent appraisal company or by a real property employee or section within government, such as a real property services or public works division that is typically found in a county or large city. Usually, the real property or public works unit consists of appraisers, negotiators and relocation personnel. This is the ideal situation and such units would be considered pre-qualified.

Small agencies that do not have real property expertise on staff are encouraged to contract with other agencies or private consultants to provide the review and certification required.

For small agencies that employ a real property employee, it would be acceptable for the real property employee to review the appraisal, and to serve as the certification officer provided that the individual is qualified.

Larger agencies with sufficient staff should always provide the greatest degree of independence possible in assigning the review and certification responsibilities.

- b. When the applicant uses a real property or public works unit within the jurisdiction to provide appraisal reports and/or acquisition services.

The appraisal report must be signed by a qualified appraiser(s) and be reviewed by a qualified reviewer(s). Usually this would be the appraiser's supervisor or the chief of the appraisal unit. As in (a) above, the real property or public works unit would also negotiate and certify except that the appraiser may not be the negotiating agent for the purchase (except in low value or minor acquisitions less than \$2,500).

All appraisal and review costs are eligible for payment from the OHV grant fund within the limit identified in the Project Agreement.

## 2. TITLE DOCUMENTATION

The review of title documents and relocation assistance matters is the responsibility of the acquiring agency. The applicant must still submit copies of the final documents and a certification statement as indicated in Item 3, "Summary of Required Documentation".

## 3. SUMMARY OF THE DOCUMENTATION REQUIRED FOR OHV GRANT ACQUISITIONS

The following shall be submitted as part of the grant application:

- a. Acquisition schedule.
- b. Parcel maps.
- c. Estimated value of the properties.

The following shall be submitted after the acquisition is complete:

- a. Certification form.
- b. Copy of the recorded deed.
- c. If acquisition was by condemnation submit a copy of the judgement and the final order.
- d. Copy of the title policy.

All other project documents such as the appraisal report, just compensation forms and relocation forms (if any), should be retained by the grantee.

## 4. GUIDELINES FOR ACQUISITION PROJECTS

- (a) The purpose of an acquisition grant or cooperative agreement is to expand or assure adequate OHV recreation access or opportunities and eliminate trespass.
- (b) Acquisition grants or cooperative agreements may include any or all of the following activities:
  - (1) Purchase of right-of-way or easement(s).
  - (2) Long-term lease(s).
  - (3) Purchase of land in fee title.
- (c) Eligible costs include:
  - (1) Land purchase.
  - (2) Appraisals.
  - (3) Escrow fees.
  - (4) Title insurance.
  - (5) Title reports.
  - (6) Surveys.
- (d) The applicant shall include in the OHV Grant application the following:
  - (1) An acquisition schedule.
  - (2) Parcel(s) map.
  - (3) A project description identifying the total acreage involved, average cost per acre, and the number of parcels and/or easements and approximate cost of the property.
- (e) All acquisitions shall be acquired in compliance with Chapter 16 (Commencing with Section 7260), Division 7, Title 1 of the Government Code.

- (f) The Department will not review and approve the acquisition documentation; review will be done by the grantee and the Division will accept the grantee's certification.
- (g) The Acquisition Certification Form is to be completed, signed and dated by the grantee's designated authority.
- (h) Appraisals shall be prepared in accordance with the standards and rules of the 1998 edition of the Uniform Standards of Professional Appraisal Practice (USPAP).
- (i) It will be the grantee's responsibility to obtain an independent "technical" review of the appraisal report. The review of the appraisal should be done by an independent entity or agency reviewer with sufficient appraisal experience and knowledge.
- (j) For OHV acquisition grants or cooperative agreements, the Division shall disburse funds as follows, but not to exceed in any event the allowable OHV grant costs set forth in the project agreement:
  - (1) When acquisition is through negotiated purchase, the Division shall disburse funds for the purchase price and eligible acquisition costs.
  - (2) When acquisition is through eminent domain, the Division shall disburse funds for the amount of the total award, together with the costs of acquisition not to exceed the total OHV grant amount (not applicable to cooperative agreements).
- (k) If the grantee abandons eminent domain proceedings, the grantee agrees to bear all costs in connection therewith and no funds shall be disbursed for such costs.
- (l) The following application requirements apply to acquisition grants or cooperative agreements.
  - (1) A completed environmental document must be included as part of the application.
  - (2) All agencies acquiring property under the OHV grant program must comply with PRC Section 5090.53 and complete the following:
    - (A) A habitat protection program to sustain a viable species composition for the project area.
    - (B) Recipient agrees to monitor the soil conditions in the project area each year to determine whether the soil loss standard adopted pursuant to Section 5090.35 is being met.
    - (C) Recipient agrees to monitor the conditions of the wildlife in the project area each year to determine whether wildlife protection program goals are being met. The recipient agrees that whenever the soil loss standard adopted pursuant to Section 5090.35 and wildlife habitat protection programs are not being met in any project area, the recipient will temporarily close and repair, to prevent accelerated erosion, in the area or any portion thereof, until the soil loss standard and the wildlife protection program goals are capable of being met.

## APPENDIX O

### OFF-HIGHWAY VEHICLE GRANT PROGRAM ACQUISITION CERTIFICATION FORM

PROJECT NUMBER: \_\_\_\_\_ PARCEL(S): \_\_\_\_\_

TO BE COMPLETED BY AGENCY'S DESIGNATED AUTHORITY:

1. An appraisal report was independently reviewed and approved in accordance with standards. A summary of appraisal (statement of just compensation) was provided to the property owner and the offer to purchase was not less than appraised value. If the offer/purchase was less than appraised value, it was because the acquisition was pursuant to voluntary sale provisions as described in State law and a just compensation offer was not required.

#### COMPARISON OF APPRAISAL AND PRICE PAID

(enter)	APPRAISED VALUE	\$ _____
(enter)	PRICE PAID	\$ _____

IF PRICE EXCEEDS APPRAISAL – JUSTIFY THE DIFFERENCE:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(attach additional sheets if needed)

2. The title acquired is free and clear of any adverse title conditions. The legal description matches the appraised property and has been checked with the map. The map and description are accurate as to the property boundary and known easements. Added exceptions or conditions have been considered in the value (revised appraisal) as appropriate and are detailed on attached sheet(s).
3. For improved properties, a relocation assistance program is in place and a relocation plan was prepared. Occupants were provided with a brochure detailing benefits and eligibility requirements for relocation assistance and payments.
4. Agency certifies to full compliance with Government Code Sections 7260 ET. seq.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **APPENDIX P**

### **EVALUATION CRITERIA FOR OHV GRANT AND COOPERATIVE AGREEMENT APPLICATIONS**

<b>No.</b>	<b>Criteria*</b>
1	Past and/or Expected Use
2	Application Content and Quality
3	Support and Opposition
4	Demand
5	Existing OHV Opportunity
6	Types of Vehicles
7	Stewardship
8	Environmental Stewardship
9	CEQA/NEPA
10	Useful Life
11	Future Commitment
12	Volunteer Programs
13	Cost Effectiveness

**\* Refer to CCR 4970.31(c) for detailed information regarding each of the above criteria.**